Student Portal FAQ

❖ **How does a member login to the student portal?**
Students will need their membership ID and password to login to the student portal. The membership ID is located in the adviser's portal next to the students first and last name. If the student has logged in before, he/she had the opportunity to reset his/her password. If the student has never logged in before, please consider resetting his/her password by clicking on the edit pencil after you have completed the graduation and edit process. To login to the student portal visit https://affiliation.registermychapter.com/fccla/members#.

❖ **How do new FCCLA student's login to the student portal?**
After a student is added into the FCCLA portal by the chapter adviser, a system generated email will be sent to the student with login credentials for the student portal.

❖ **Can students affiliate themselves?**
No, students are not able to affiliate themselves through the student portal.

❖ **Can advisers see a student's profile?**
Yes, adviser's can see the student's profiles by clicking on the View Student Portal icon located in the adviser portal.

❖ **What can a student do in the student portal?**
Students can update their personal information, view their affiliation status, print their membership cards, track their FCCLA journey, print an FCCLA transcript, apply for program awards, complete the online project summary form, access national and state resources, transfer themselves to a different chapter, purchase items through the Estore, and pay for a portion of the affiliation invoice if the adviser has granted access to do so.

❖ **If a student updates information in the student portal, will it reflect in the adviser's portal?**
Yes, if a student updates his/her personal information in the student portal, it will reflect in the adviser's portal.

❖ **Can an adviser reset a password for a student?**
Yes. If the adviser has completed the graduation and edit chapter members processes for affiliation, the adviser can update a student's password by clicking on the edit pencil. Type the new password and click Save.

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❖ **How does a student reset his/her password?**
A student can change his/her password by clicking on the Edit Information tab in the portal.
Type the desired password in the password field and click Save.

❖ **Where is the student's membership ID located?**
Membership IDs are located in the adviser's portal before the student's first and last name.

❖ **How can I show students what they can do in the student portal?**
We recommend using the student portal tutorial to show students how to use their portal.
The tutorial is located in the Chapter Affiliation page of the FCCLA website.

❖ **What should we do if a student did not receive his/her login credentials in their email?**
Advisers can resend the welcome email by visiting the portal and clicking the resend
welcome email button next to the student's name.

❖ **How can a student initiate a transfer?**
Once a student logs into the student portal, he/she should click on the transfer button.
Then select the state in which the school he/she wishes to transfer to, the city in which the
school is located and the chapter name. Then select Save. The request will go to the chapter
adviser for approval.

❖ **How does a student add to their FCCLA journey?**
Once the student logs into their portal, he/she should click on the black My Journey button
at the top of the page. To add additional state conference information or community
service hours, click on the Add to My Journey or Add to My Service button. Type your
desired information and click Save.